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**FISCAL YEAR 2005
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE HOME SPONSOR MEMO # 8**

TO: Family Day Care Home Sponsors

FROM: Julie Stark, Supervisor
Child and Adult Care Food Program

DATE: March 8, 2005

SUBJECT: **Household Contacts**

The 2nd Interim Rule, Child and Adult Care Food Program: Improving Management and Program Integrity, requires sponsoring organizations to comply with household contact requirements established by the state agency. Effective April 1, 2005 family day care home sponsors must comply with the following household contact criteria and procedures:

7 CFR 226.2 defines a household contact as a contact made by a sponsoring organization or a state agency to an adult member of a household with a child in a family day care home or a child care center in order to verify the attendance and enrollment of the child and the specific meal service(s) which the child routinely receives while in care.

A sponsor shall make a household contact when the sponsor has reason to believe a provider is claiming reimbursement for meals/snacks for a child not in care. Reasons may include one or more of the following:

- A child is claimed everyday with no absences for 4 or more months;
- A child is never absent except on the day of the home visit;
- The provider claims maximum capacity except on the day of the visit;
- Child enrollment form appears to be completed by provider;
- Sponsor receives a complaint that a child is not in care yet the provider claims reimbursement for the child;
- Any other circumstances that would lead a sponsor to suspect a provider has claimed reimbursement for a child not in care.

The household contact must be made by the sponsor to an adult member of a child's household as soon as the problem is identified. The contact must be made by letter or telephone to verify the attendance and enrollment of a child and the specific meal service(s) the child routinely receives while in care.

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Documentation of the contact must include the name of the child, name of adult household member, date of contact, attendance of the child, meals/snacks routinely received by the child while in care, and name of staff conducting the contact.

The sponsor must analyze the results of the contact to determine if the information provided by the adult household member supports the provider's meal attendance/claim. If the information from the household contact does not support the provider's claim for reimbursement the sponsor must adjust the claim(s) and follow the provider seriously deficient procedure.

If you have any questions about this memo please feel free to contact our office at (517) 373-7391.